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[User Manual for Program Coordinator]

**Version 1.0**  
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## 1. What is Moodle?

Moodle (*Modular Object-Oriented Dynamic Learning Environment*) is a free open-source learning management system or e-Learning platform that serves educators and learners across the globe. It is the most widely used LMS in the world and currently has over 68 million users world-wide (and growing!).

Moodle was developed in 2002 by Martin Dougiamas to help educators create online courses with a focus on interaction and collaborative construction of content.

Moodle has several features considered typical of an e-learning platform, in addition to some original innovations like its filtering system. Moodle is a learning management system (LMS). Moodle can be used in many types of environments such as in education, training and development, and business settings.

Some typical features of Moodle are:

- Assignment submission
- Discussion forum
- Files download
- Grading
- Moodle instant messages
- Online calendar
- Online news and announcement (College and course level)
- Online quiz
- Wiki
- Gamification

### **Designed to support both teaching and learning**

With over 10 years of development guided by social constructionist pedagogy, Moodle delivers a powerful set of learner-centric tools and collaborative learning environments that empower both teaching and learning.

### **Easy to use**

A simple interface, drag-and-drop features, and well-documented resources along with ongoing usability improvements make Moodle easy to learn and use.

### **Use anytime, anywhere, on any device**

Moodle is web-based and so can be accessed from anywhere in the world. With a default mobile-compatible (soon to be responsive) interface and cross-browser compatibility, content on the Moodle platform is easily accessible and consistent across different web browsers and devices.

## 2. User Manual

### 2.1 Logging On

2.1.1 To access Moodle go to **http://lms.icam.edu.my/moodle** from Google Chrome or Firefox.



Figure 2-1 : Moodle Homepage

The first screen you will see is the Moodle home page. Click **Login** at the upper right corner of the screen. The **Login** screen is as in Figure 2-1.

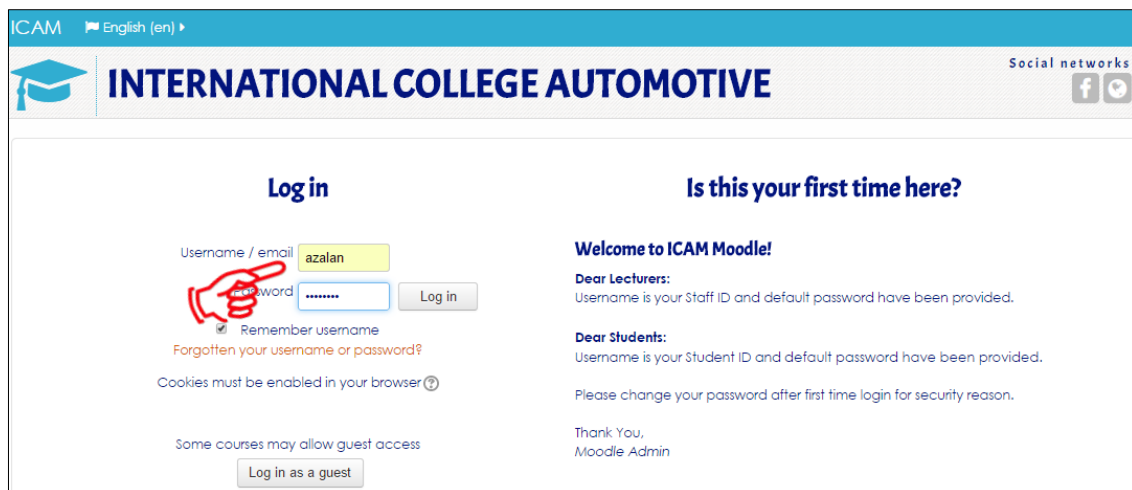


Figure 2-2 : Login Page

Please enter your Username and Password and Click **Log in**

## 2.2 Editing Your Profile

2.2.1 Upon login, you can update your user profile and you need to change the default password. The screen is as in Figure 2-3 to 2-6.

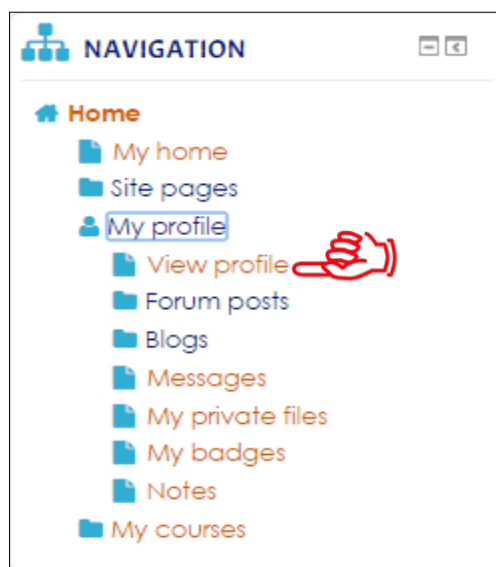
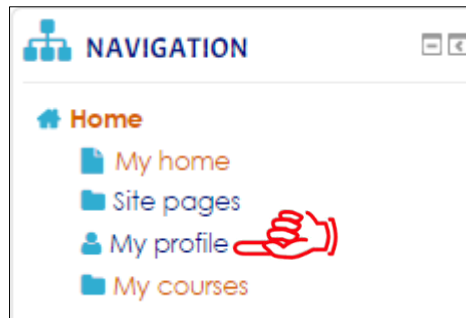


Figure 2-3: Homepage Screen

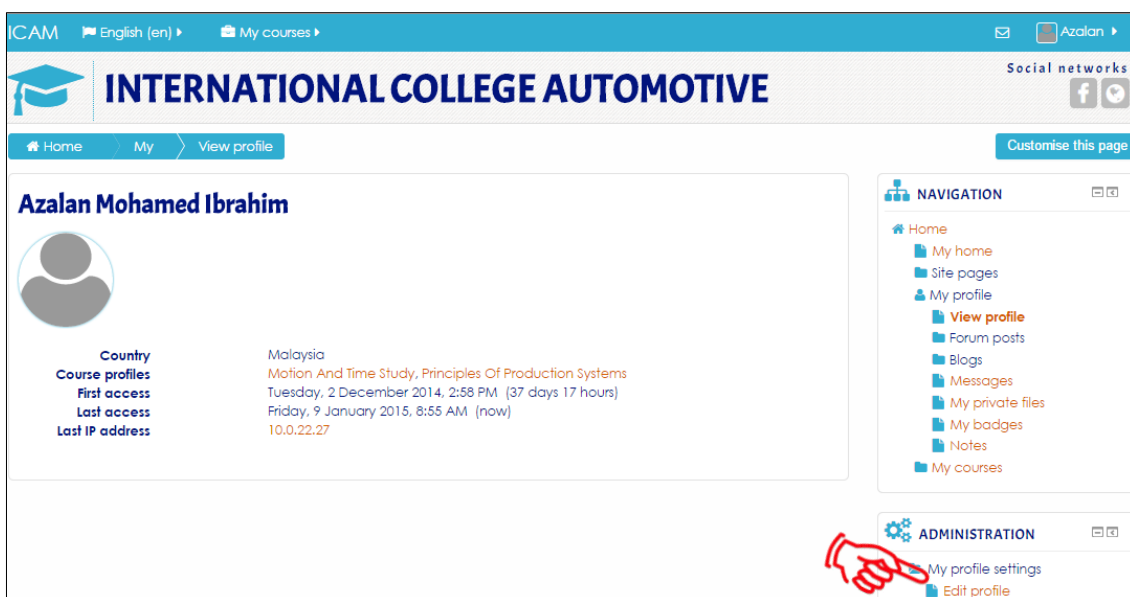


Figure 2-3 : View Profile Screen

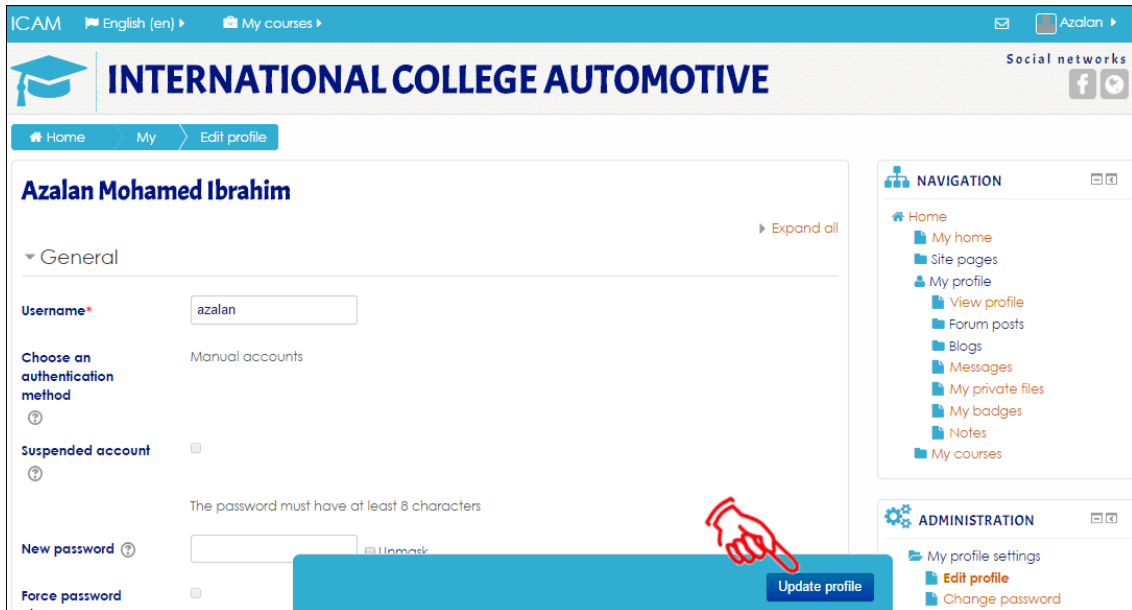


Figure 2-4 : Edit Profile Screen

Now your profile is all set to go. You won't have to edit this again unless you want to change further information. Click **Update Profile**

## 2.3 News & Announcements

2.3.1 Programme Coordinator can start a new topic or join the existing news. The topic will appear in the dashboard so all the users including lecturers and students can view them. The screen is as in Figure 2-5.

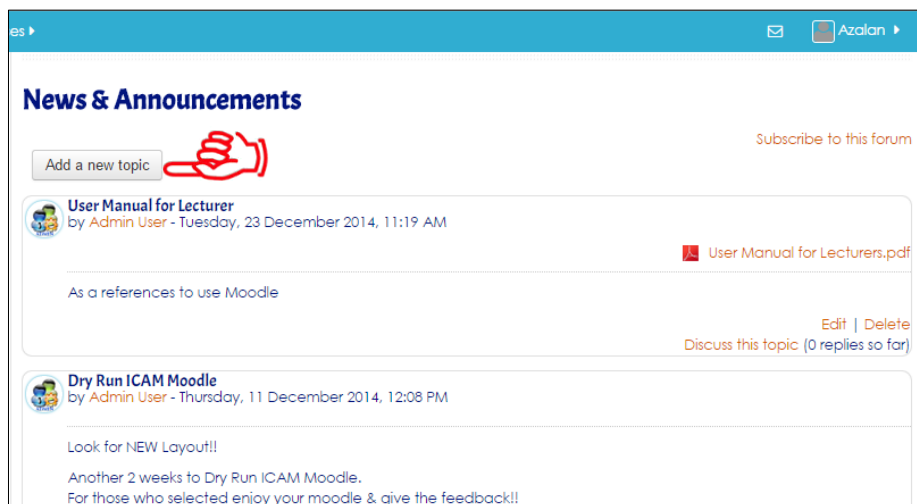


Figure 2-5 : Moodle Homepage Screen

Click **Add a new topic** to start the topic

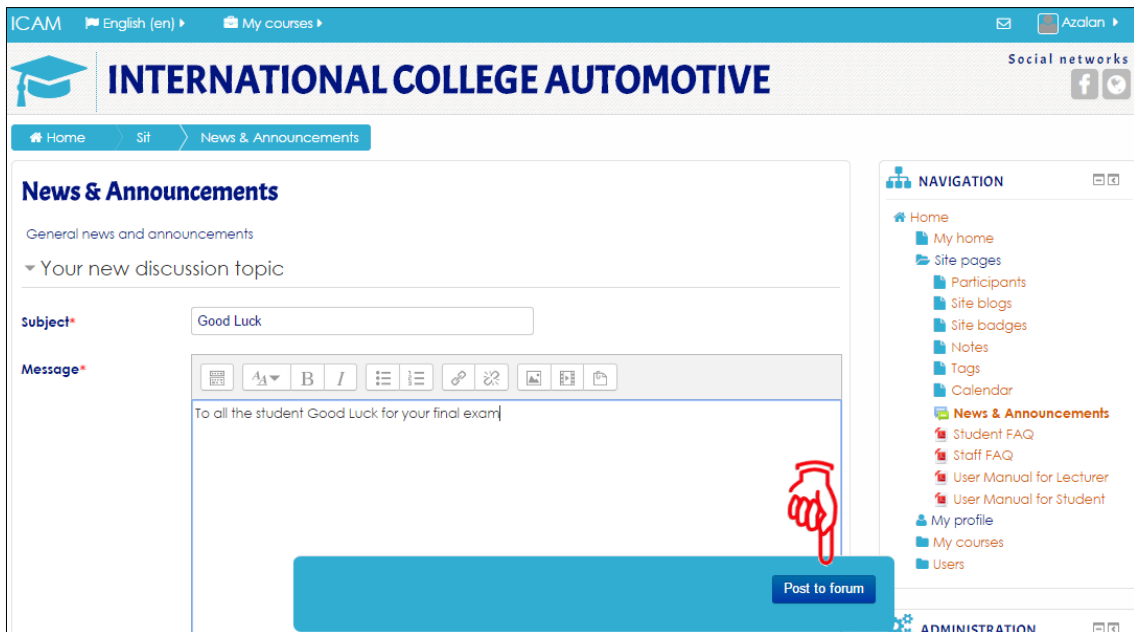


Figure 2-6 : News & Announcements Details Screen

Fill up the details and Click **Post to forum**

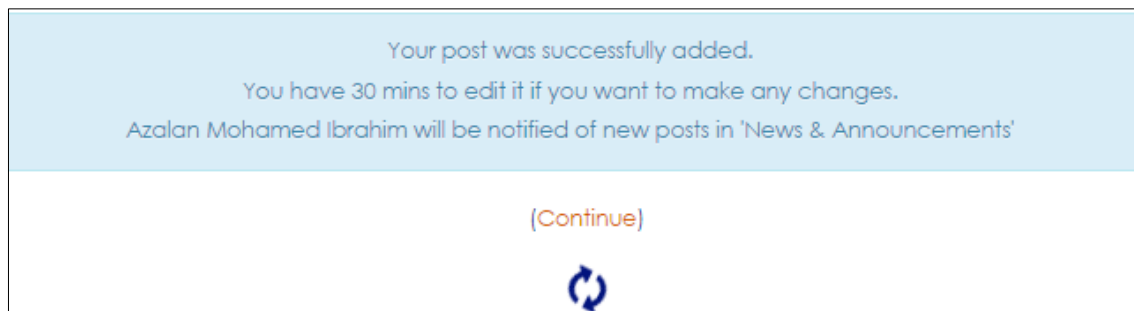


Figure 2-7 : Notification Screen

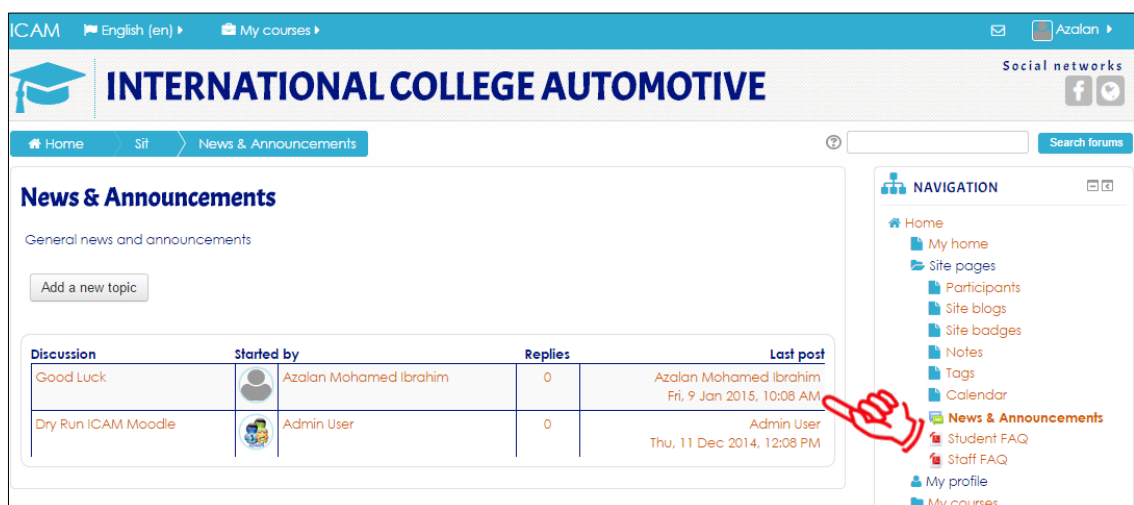


Figure 2-8 : News & Announcements Screen

List of the topic has been created

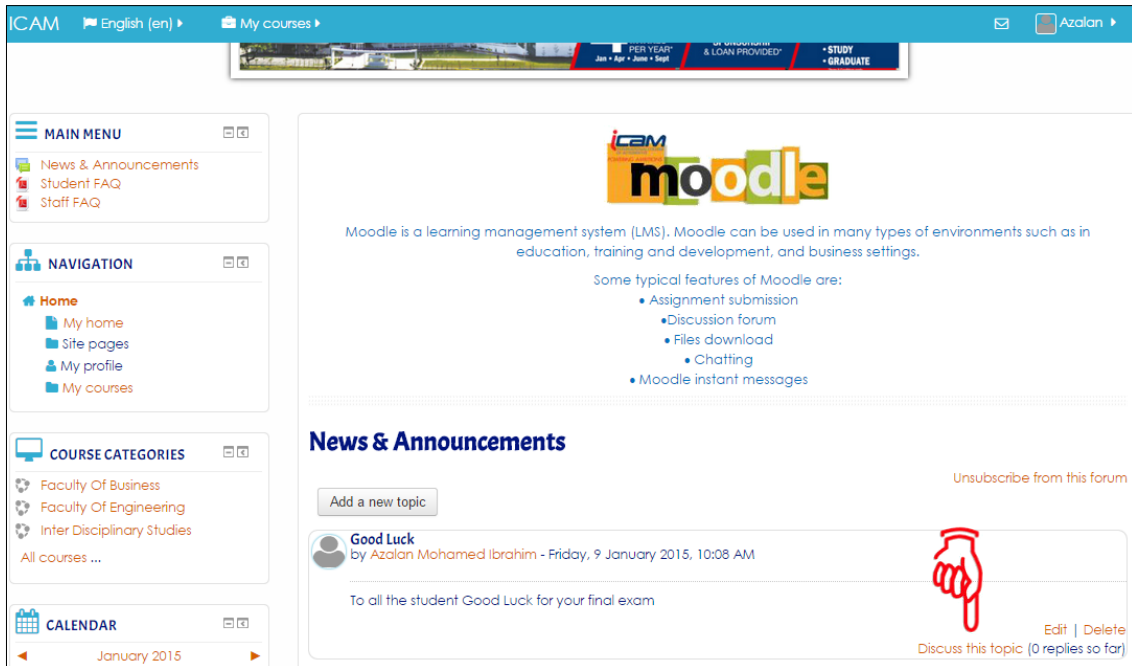


Figure 2-9: Moodle Homepage Screen

Click **Discuss the topic** (If want to join in discussing the existing topic)

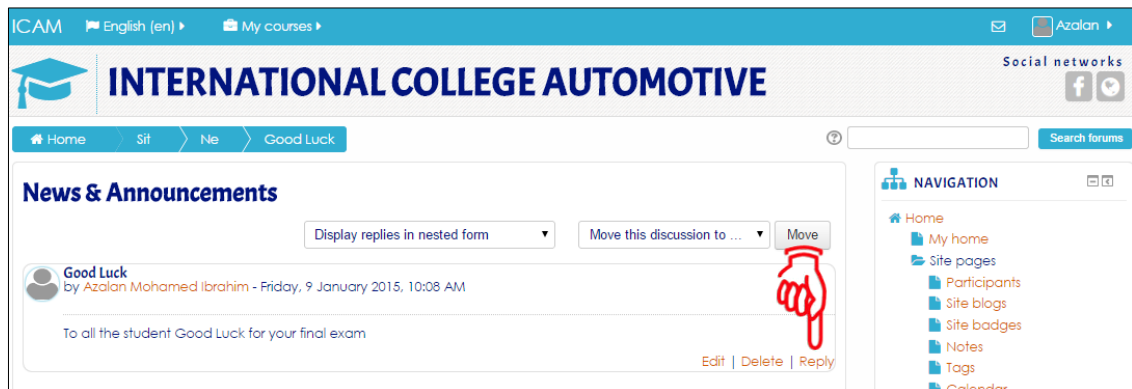


Figure 2-10: News & Announcements Screen

Click **Reply** to comment any of the new News & Announcements



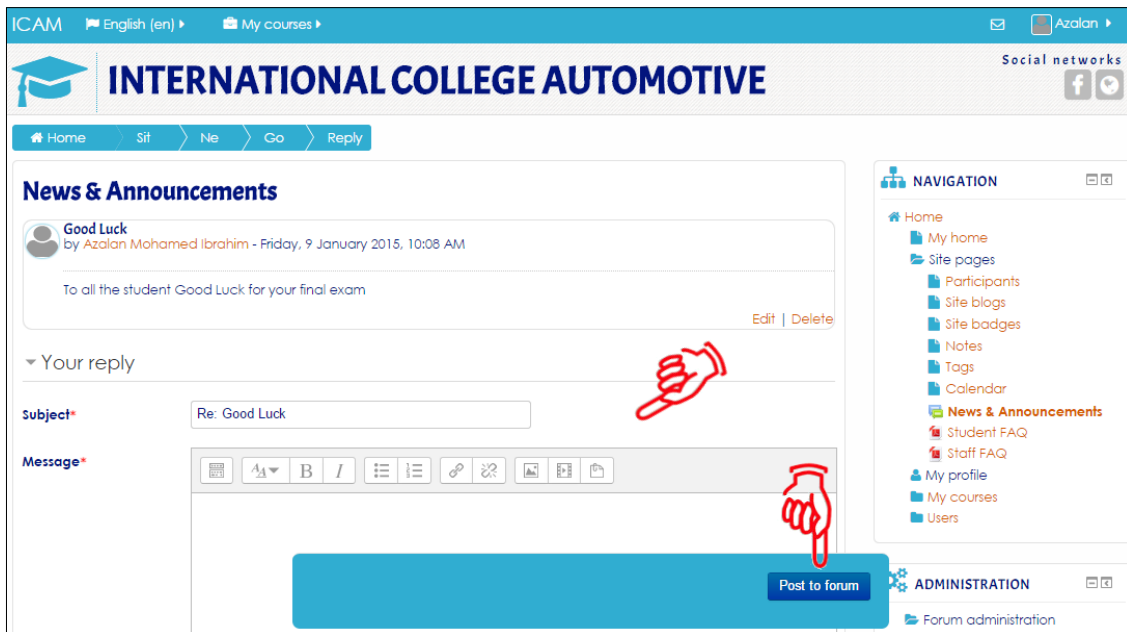


Figure 2-11: Reply News & Announcements Screen

Once the details have been filled up, Click **Post to Forum**

2.3.2 Programme Coordinators can also **Edit** or **Delete** the post

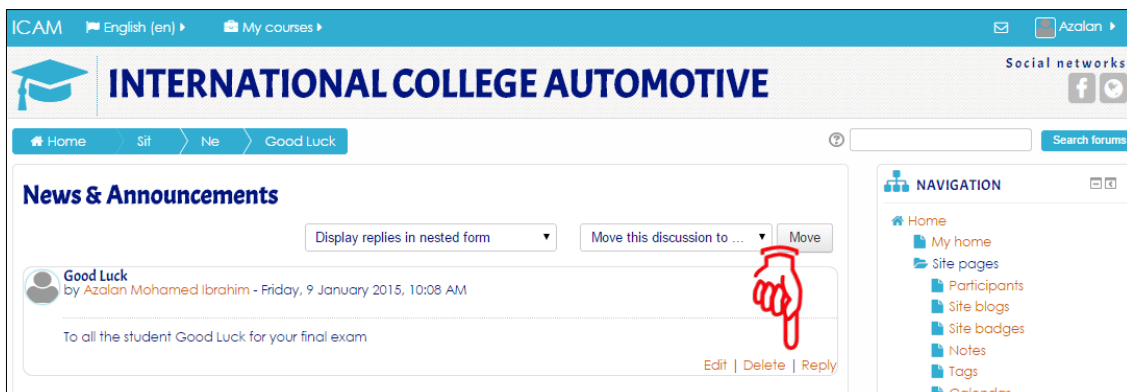


Figure 2-12: News & Announcements Screen

Click **Edit** to adjust the News & Announcements  
 Click **Delete** to remove the News & Announcements

## 2.4 Create Lecturer in the Program

2.4.1 Each PC is responsible for the registration of the lecturers within their own programmes. PC also needs to be ready if there is additional or updates of lecturers in each the programme.

**Note: If the PC fails to do so, the lecturer will not be able to use Moodle.**

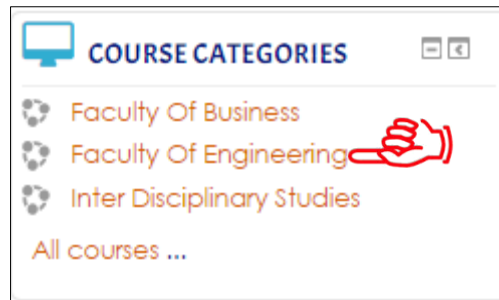


Figure 2-13: Moodle Homepage Screen

Select the course **Faculty Of Engineering**

2.4.2 All programs under FOE will be listed. The screen is as in Figure 2-14.

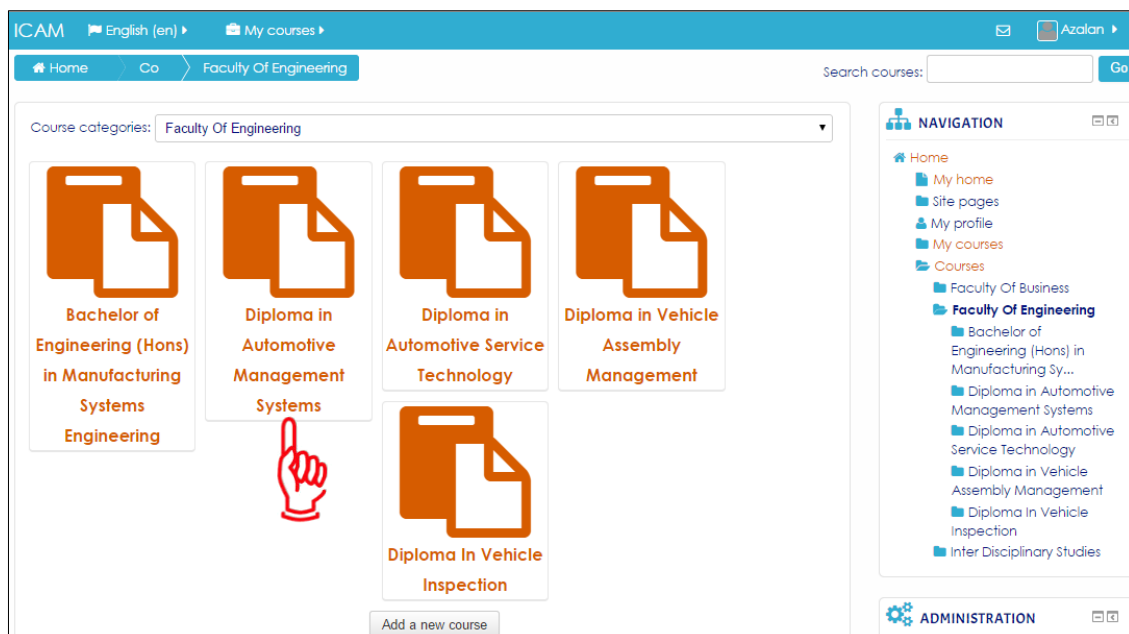


Figure 2-14: Course Category Program Screen - List of Programmes

Select the program **Diploma in Automotive Management System**

2.4.3 Once the programme name is clicked, the list of lecturers under the particular category (programme) will be listed. The screen is as in Figure 2-15.

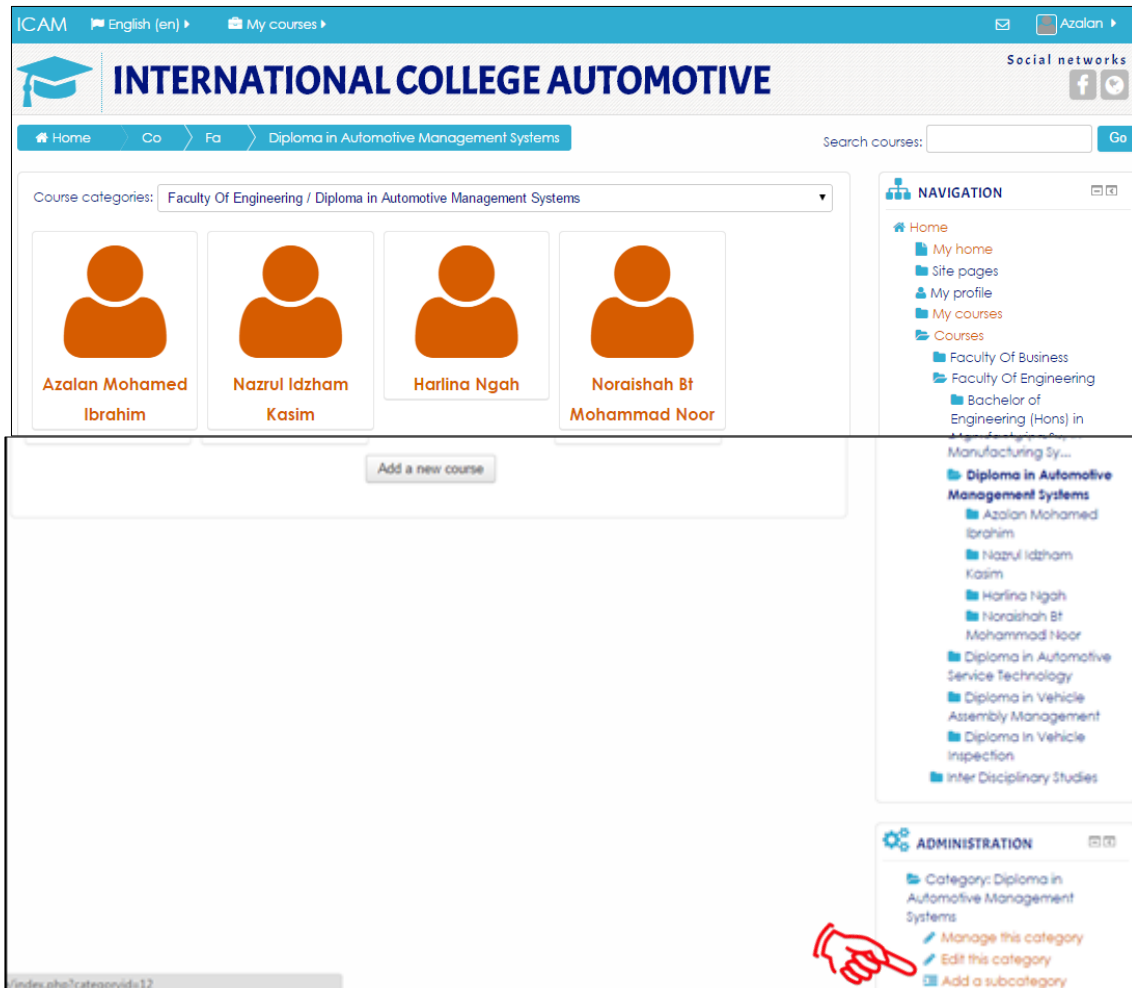


Figure 2-15: Course Category Lecturer Screen

Click **Add a subcategory** - This is to add the name of lecturer.

The screenshot shows the 'Add new category' interface. At the top, there's a header with 'ICAM', 'English (en)', 'My courses', and 'Azalan'. The main title is 'INTERNATIONAL COLLEGE AUTOMOTIVE'. Below the header, there's a breadcrumb trail: 'Home > Ca > Add a subcategory'. The main form area is titled 'Add new category' and contains the following fields:

- Parent category:** A dropdown menu showing 'Faculty Of Engineering / Diploma in Automotive Management Systems'.
- Category name\*:** A text input field containing 'Zuradi Bin Zaulkafilan'.
- Category ID number:** An empty text input field.
- Description:** A rich text editor with a toolbar and a large empty text area.

At the bottom of the form, there are two buttons: 'Cancel' and 'Create category'. A red hand icon is pointing to the 'Create category' button. On the right side, there are two sidebar sections:

- NAVIGATION:** Includes links for 'Home', 'My home', 'Site pages', 'My profile', 'My courses', and 'Courses'.
- ADMINISTRATION:** Includes a section for 'Category: Diploma in Automotive Management Systems' with options like 'Manage this category', 'Edit this category', 'Add a subcategory', 'Assign roles', 'Permissions', 'Check permissions', 'Cohorts', and 'Filters'.

Figure 2-16: Add New Category Screen

Once the details have been filled up, Click **Create Category**

2.4.3 The name of the lecturer will be listed in the **Course and Category Management Screen**.

## 2.5 Create New Course & Enrolled User

2.5.1 Once the lecturer has been added, the Programme Coordinator need then, to create the name of the course of which the lecturer is teaching. Kindly refer to Figure 2-17 and 2-18.

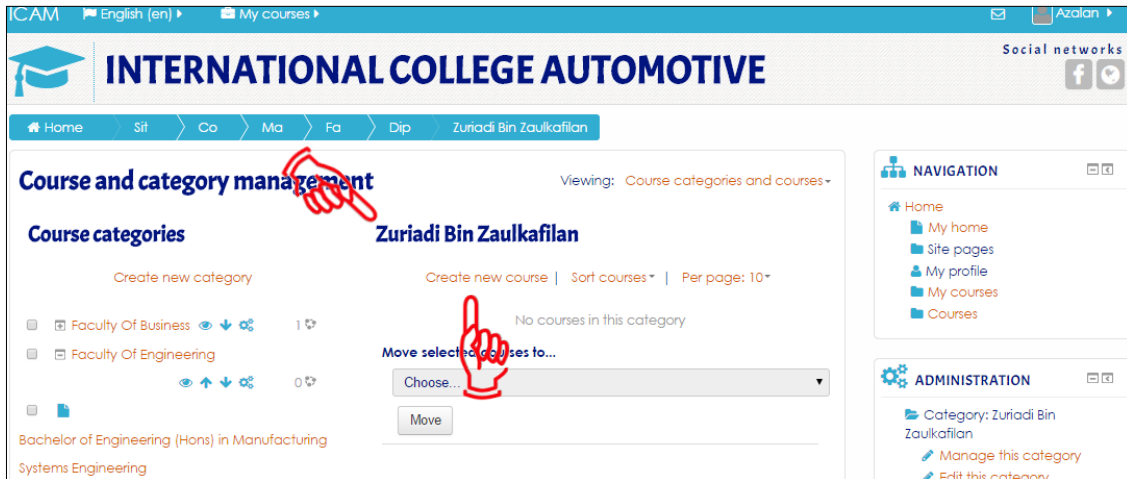


Figure 2-17: Course and Category Management Screen

Click **Create New Course**

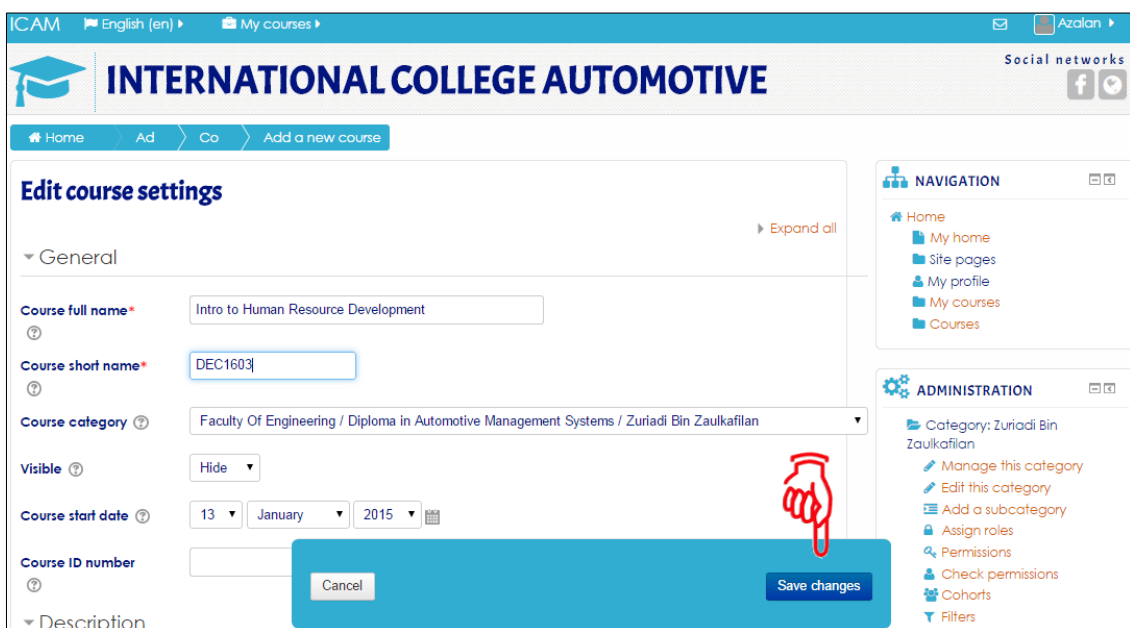


Figure 2-18: Edit Course Settings Screen

Fill up all the details of the course and Click **Save Changes**

Note: If the PC fails to key in the course, please refer the format.

Example:

Course full name: **Intro to Human Resources Development**

Course short name: **DEC1603 DMS**

2.5.2 Once completed, Programme Coordinator need then, to assign the roles of the Lecturers at **Enrol Users**. The screen is as in Figure 2-19.

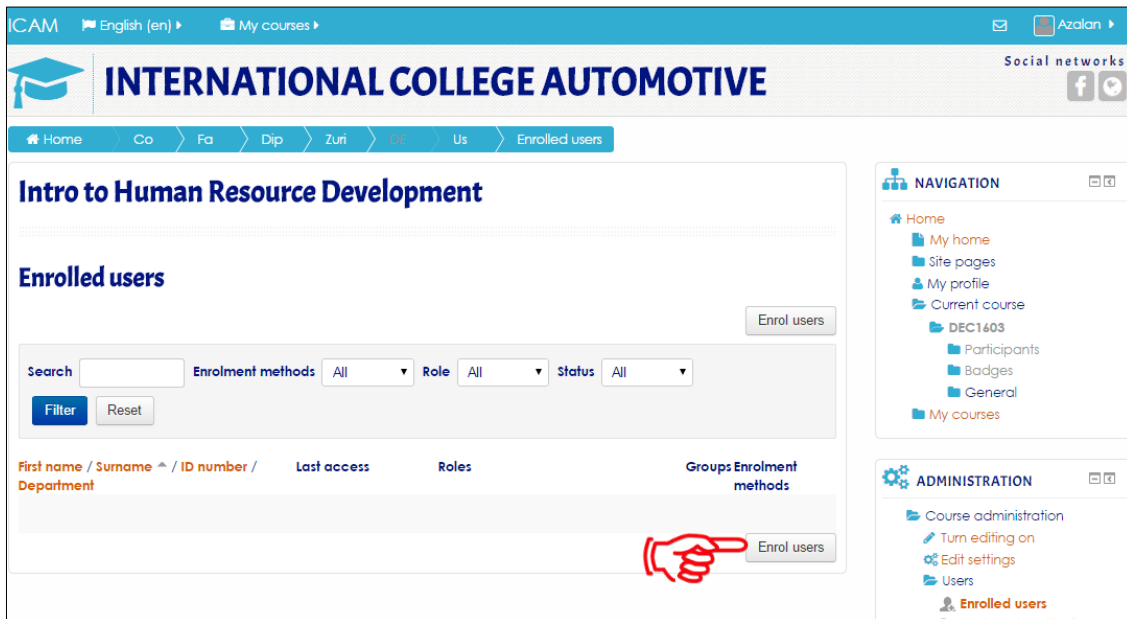


Figure 2-19: Enrolled Users Screen

Click **Enrol Users**

2.5.3 Click **Enrol Users**, from the dropdown list, select **Lecturer**. Click **Enrol** next to the lecturer's name to assign the access right of Lecturer to the said **Lecturer**. The **Search** column can be used to narrow down the name of personnel searched. The screen is as in Figure 2-20 and 2-21.

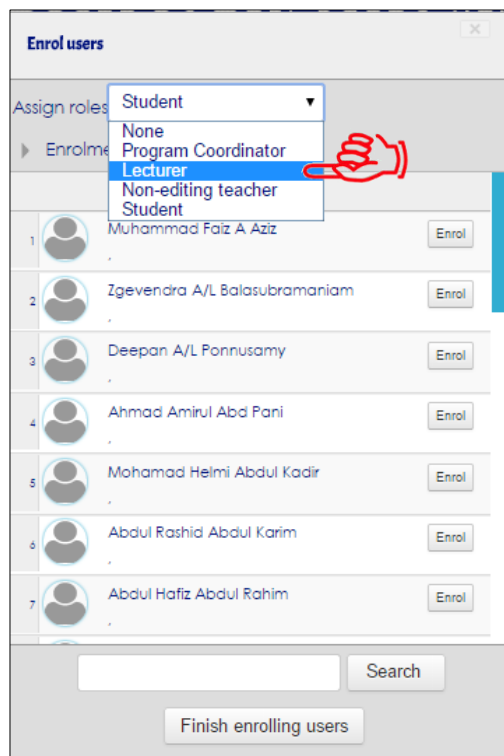


Figure 2-20: Enrol Users Screen

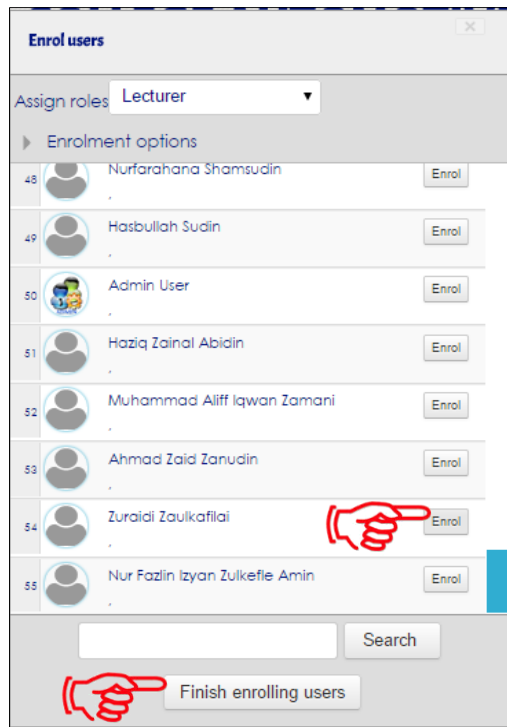


Figure 2-21: Enrol Users Screen

Click **Finish Enrolling Users**

2.5.4 Upon Enrolment, Figure 2-22 will appear. The lecturer's name is displayed in the **Enrolled Users** screen

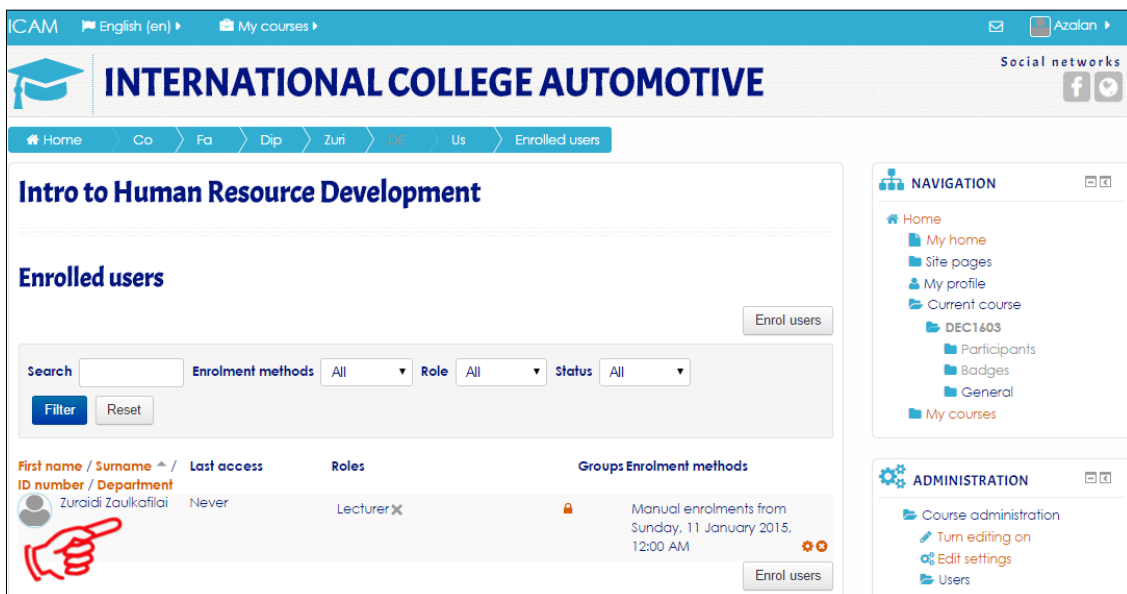


Figure 2-22: Enrolled Users Screen

2.5.5 If we go back to the **Course Category** screen, the Lecturer's name will be displayed under the respective programme. The screen is as in Figure 2-23

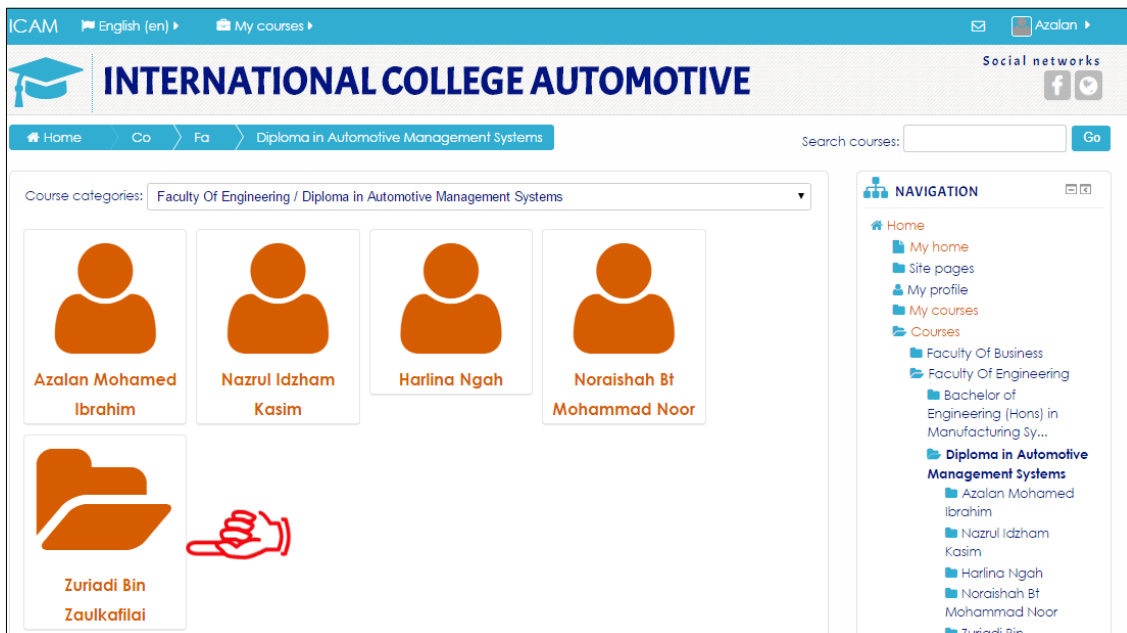


Figure 2-23: Course category Program Screen

2.5.6 And when the name of the lecturer is selected the below screen will be displayed. The screen is as in Figure 2-24.

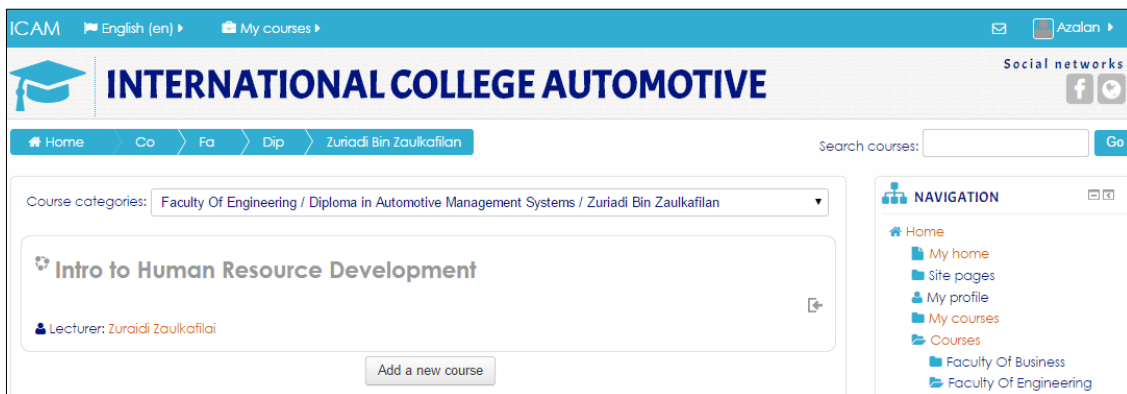


Figure 2-24: Course category Program Screen

2.5.7 The Lecturer can now start to use MOODLE.